

**VACANCY ANNOUNCEMENT NUMBER:** 01-015

*U.S. Office of Government Ethics*

**POSITION (Title, Series, Grade):** Attorney-Advisor (General), GS-0905-13/14/15

**SALARY:** \$63,211 - \$114,224 ANNUAL

**PROMOTION POTENTIAL:** GS-15

**OPENING DATE:** August 24, 2001

**CLOSING DATE:** September 14, 2001

**AREA OF CONSIDERATION:** All eligible candidates Government-wide. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

**NOTE:** Appointment will be Excepted Service, Permanent, Full-time.

**DUTY LOCATION:** Washington, DC

**FOR MORE INFORMATION CONTACT:** Richard L. Woods at 202-208-8000, Ext. 1226.

**SPECIAL CONDITIONS AFFECTING THIS ANNOUNCEMENT:** Relocation expenses will not be paid.

**MAJOR DUTIES:**

This position is located in the U.S. Office of Government Ethics (OGE), Office of General Counsel and Legal Policy. The incumbent is responsible for providing advice regarding Federal personnel, employment, EEO, and labor relations law. Knowledge of statutes and regulations within the purview of the Officer of Personnel Management, the Merit Systems Protection Board, the EEOC, and the FLRA is essential. Experience in matters relating to administrative law, litigation, the Freedom of Information and Privacy Acts, and Federal ethics laws and regulations is desirable, but not essential.

**MINIMUM QUALIFICATION REQUIREMENTS:**

**Applicants must:**

Have graduated from an ABA accredited Law School; be admitted to practice law before the highest court of a state or territory of the United States; the District of Columbia; or the Commonwealth of Puerto Rico; and possess a J.D.

## HOW TO APPLY:

1. You may apply using a resume, the Optional Application for Federal Employment (OF-612) or any other application you choose, including an SF-171, Application for Federal Employment. If you choose to use an SF-171, do not answer questions 38-47. Job finalists will be asked to complete an Optional Form 306, Declaration for Federal Employment, to determine their suitability for Federal employment and to authorize a background investigation. If you decide to submit any other format other than the OF-612 or SF-171, the following information must be included:

- **JOB INFORMATION** - Announcement number, title and grade of the position for which you are applying.
- **PERSONAL INFORMATION** - Full name, mailing address (with ZIP Code), day and evening phone numbers (with area code), social security number, and country of citizenship.
- **EDUCATION** - Name, city and State of high school, colleges and universities attended, majors, and type and year of any degrees received.
- **WORK EXPERIENCE** - Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary, and indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS** - Job-related training courses (title and year), job-related skills, job-related certificates and licenses, and job-related honors, awards, and special accomplishments.

2. Applicants should specifically address their experience and/or education as they relate to the duties of the position.

3. Current and former Federal employees must submit a copy of their most recent official performance appraisal and their most recent SF-50, Notice of Personnel Action.

**Send applications to:** U.S. Office of Government Ethics, ATTN: Richard L. Woods, 1201 New York Avenue, NW, Suite 500, Washington, DC 20005-3917. Please indicate the announcement number on the application materials as well as the envelope. Applications must be post-marked by closing date of vacancy announcement (9/14/01). Applications sent at Government's expense will not receive consideration.

---

The U.S. Office of Government Ethics is an Equal Opportunity Employer. All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, handicap, or any other non-merit factor.

This agency provides reasonable accommodations to applicants with disabilities. If you need a

reasonable accommodation for any part of the application process, please notify the agency. The decision granting reasonable accommodation will be on a case-by-case basis.